

**Delegation of Authority for Employee Relations Actions
CIVIL RIGHTS ENFORCEMENT AND COMPLIANCE**

TYPE OF ACTION	Director, Deputy Director	Assistant Director	ADR Center Manager	Special Programs Coordinator
1. Letters of Caution or Warning	X	X	X	X
2. Letters of Reprimand	X	X	X	X
3. Proposals for suspensions 14 days or less	X	X	X	
4. Decisions for suspensions 14 days or less	X			
5. Proposals for suspensions of more than 14 days, removals, demotions and furloughs	X			
6. Decisions for suspensions of more than 14 days, removals, demotions and furloughs	X			
7. Termination of temporary and probationary employees	X	X	X	
8. Reconsideration of Within Grade Increase Withholding	X			

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